

Motor Pool Work Plan			
EPA Mid-Atlantic Region 3 Environmental Management System			
EMS Objective 1: Reduce gasoline usage by GSA fleet vehicles by 10% by end of FY 2005*+ Target 1.1: Improve fleet fuel eff. avg by 5% by end of FY2004*			
Actions	Lead	Time Frame	Resources
Increase fleet fuel efficiency as GSA cars are replaced; Reduce number/size of SUVs; Reduce number of miles driven to the extent possible without compromising agency mission; Increase ride sharing.	OPM Facilities Management (3PM20) and All Divisions	9/30/2005	cost savings TBD
Gain RA commitment for reducing gasoline usage (i.e. fewer SUVs, acquisition of hybrids, promoting expanded network of alternative refueling stations).	Planning & Analysis	9/30/2003	none
Complete vehicle matrix including: listing of all GSA leased vehicles; lease end dates; annual miles driven; fuel used; service costs	OPM Facilities Management (3PM20) using GSA records and a survey of division fleet managers.	9/30/2003	Hours
Establish baseline of total gasoline usage.	OPM Facilities Management (3PM20) using GSA records and/or internal gas receipts for FY 2002.	9/30/2003	Hours
Determine gas mileage (MPG) for each GSA vehicle and/or average EPA fuel efficiency rating for city/highway.	OPM Facilities Management (3PM20) Review of receipts and/or GSA records; EPA website for fuel efficiency ratings.	7/30/2003	Hours
Increase awareness of alternative fuel capabilities in flexible-fuel vehicles.	OPM Facilities Management (3PM20) Train staff on alternative fuel usage (how/where to refuel); Develop listing of alternative fuel filling stations throughout the region.	7/30/2003	Hours
Promote development of additional alternative fuel filling stations in Philadelphia area.	OPM Facilities Management (3PM20) - Work with GSA to expand network of alternative refueling stations in Philadelphia; Investigate refueling alliances with private sector flexible fuel fleets (e.g., PECO).	ongoing	Hours and slightly higher fuel costs
Maximize existing vehicle usage (ensure that all vehicles are being driven as close to maximum lease mileage allowance as possible).	OPM Facilities Management (3PM20) Review of GSA data and/or quarterly mileage reporting by divisions.	ongoing	Hours
Eliminate redundant and low use vehicles. Non replacement of vehicles driven less than half of maximum lease mileage allowance per year;	OPM Facilities Management (3PM20) and All Division - Encourage inter-divisional vehicle sharing of low use vehicles.	ongoing	Cost savings TBD
Assess vehicle needs with Division Directors; Evaluate need for specialized vehicles.	OPM Facilities Management (3PM20) and All Divisions - Replace fuel inefficient vehicles (SUVs) with more economical vehicles as appropriate.	ongoing	Cost savings TBD
Increase use of public transportation (train) as budget allows.	All Divisions - Direct staff on alternatives to driving, as budget allows; Disapprove travel requests accordingly.	ongoing	Higher travel costs

Encourage car pooling to off-site meetings.	All Divisions - Disapprove travel requests as appropriate.	ongoing	Cost savings TBD
Target 1.2: Waste Reduction - Promote use of recycled oil and antifreeze			
Identify service stations that provide re-refined oil and recycled antifreeze.	OPM Facilities Management (3PM20) Coordinate with WCMD solid waste staff for listings based on recycling/reuse organizations or industry trade groups.	7/30/2003	Hours
Promote use of re-refined oil, recycled antifreeze and retread tires.	OPM Facilities Management (3PM20) and All Divisions - Provide listing of service stations offering these services.	Ongoing	Possibly Higher Services Costs